

Excel English

First Aid Policy

Introduction

Excel English Language School has responsibility to provide a safe & healthy learning environment for all students and staff but especially for students under the age of 18 and vulnerable adults.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and students, and provide such information, training and supervision as they need for that purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

This policy is reviewed annually or as circumstances change.

Qualified First Aid Staff

Excel English has a number of First Aid trained staff who are on hand to provide basic first aid if a dangerous incident/accident occurs.

The following members of staff have attended an approved course for 'Emergency First Aid at work' within the last 3 years and hold a valid certificate:

- Nadia Zammal
- Christian Robinson-Day
- Kumudu Studds

First aiders are recruited on the basis of personal qualities (e.g. reliability, ability to remain calm in an emergency), ease of accessibility, providing a balance of administration and teaching staff, and to ensure adequate coverage for on and off site activities.

Medication

Although Excel English should provide First Aid in case of an emergency, and has a professional duty to safeguard the health and safety of employees and students, staff members including teachers should not take responsibility for administration of any medication.

The reason for this is that merely giving a paracetamol to an individual could be life threatening if the individual is allergic to it.

If asked for cold or pain relievers, staff should tell the students where the nearest pharmacy is located. In more serious cases, staff should take the student to Reception, where staff will contact the local doctors' surgery. In the event that a student cannot make it to Reception, where possible the member of staff should stay with the unwell/injured student and another student should be sent to alert a first aider (list in every classroom).

First Aid Provision

Excel English has one first aid box on the premise. It is located at Reception – Student Services office.

It is the responsibility of the Client Services Manager to ensure that the First Aid Box is well stocked with the correct equipment and checked every 6 months.

Induction

All new staff and students are provided with relevant health & safety and first aid information during their induction at the school.

Notices

First Aid notices are located in every classroom and public area in the school. These notices give the name of the Excel English staff members trained in first aid.

Incident Procedure

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training.

Following their assessment of the injured person, the first aider will administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call for an ambulance.

In the case of a serious accident or illness requiring professional medical attention, staff will contact the nearest local hospital.

In an emergency the injured person must be accompanied to the hospital casualty department, or an ambulance should be called by dialling 999, whichever is more appropriate.

In less serious circumstances, students should be advised to see their homestay host's GP, the GP recommended by the residence, or go to:

Walk In Centre - Finchley Memorial Hospital

Granville Road
London, N12 0JE
Tel: 020 8349 6300

In serious cases the Principal or the Client Services Manager is responsible for contacting the employee or student's family. The Accommodation Manager will also contact the student's accommodation provider.

Recording of incidents

All incidents/dangerous occurrences must be logged in the accident logbook found in reception, Student Services.

The following details must be logged:

- The name of the injured person
- The type of injury
- When it happened
- How it happened
- Where it occurred
- The name of the person dealing with the incident
- The treatment given

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)' The Principal is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive.

Review

This policy is reviewed and updated annually.

Reviewed December 2016